

EDITED TASK LISTING

CLASS: HAZARDOUS MATERIALS SPECIALIST

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Identifies hazardous materials and wastes (e.g., corrosives, ignitables, reactives, toxics, etc.) to ensure safe handling and proper storage, to provide accurate information and training, labeling, inventory control, waste minimization, monitoring, appropriate disposal and compliance with county, State and Federal regulations including but not limited to California Code of Regulations (CCR) Title 8, Title 22, Title 27, Departmental Operations Manual (DOM) utilizing various resources (e.g., material safety data sheets, Permissible Exposure Limits (PEL), nationally recognized scientific publications, laboratory analysis, product labeling, county, State and Federal regulations including but not limited to Title 8, Title 22, Title 27, etc.) on a continuous basis.
2.	Analyzes unknown, potentially hazardous substances to ensure safe handling and disposal, obtain and provide information and recommendations for emergency responders and corrective actions to prevent recurrences, and ensure compliance with county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, DOM, etc. utilizing various resources (e.g., laboratory analysis, various laboratory equipment, HazCat kit, etc.) as required.
3.	Develops criteria and guidelines for the management of hazardous materials and wastes to provide information, direction, and training to Department staff and others, and to ensure compliance with county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, DOM, etc. utilizing various resources (e.g., material safety data sheets, PEL's, nationally recognized scientific publications, product labeling, county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, etc.) as required.
4.	Conducts audits/inspections of correctional facilities (e.g., institutions, camps, offices, training sites, etc.) to ensure compliance with hazardous materials and wastes regulations (e.g., county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, DOM, etc.) utilizing various resources (e.g., checklists, signs, labels, onsite inspection, sampling, record reviews, etc.) as required.
5.	Provides recommendations to facility, section and/or division management to ensure compliance with hazardous materials and wastes regulations (e.g., county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, etc.) utilizing audits/inspections, chemical, and other data as required.

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6.	Reviews Environmental Health Surveys and Department of Toxic Substances Control Audits to develop corrective action plans for hazardous materials and wastes deficiencies and to ensure compliance with hazardous materials and waste management regulations (e.g., county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, DOM, etc.) utilizing various resources (e.g., written Environmental Health Surveys and Department of Toxic Substances Control Audits, county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, etc.) on a continuous basis.
7.	Develops feasibility studies and innovative programs in order to provide alternative solutions to emerging problems (e.g., newly enacted legislation) related to hazardous materials and wastes management utilizing various resources (e.g., best available technology, best management practices, nationally recognized scientific standards, county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, etc.) as required.
8.	Assess alternatives to mitigate the hazards of potential and/or actual unplanned releases of hazardous substances to the public and environment in accordance with county, State and Federal regulations including but not limited to CCR Title 19, Title 22, Title 27 utilizing various resources (e.g., best available technology, best management practices, trained inmate crews, mutual response agencies, nationally recognized scientific standards, county, State and Federal regulations including but not limited to CCR Title 8, Title 22, Title 27, etc.) as needed.
9.	Implements endangerment assessments (e.g., Hazardous Materials Business/Contingency Plan, Chemical Inventory, California Accidental Release Prevention program, Spill Prevention Control and Counter measures, etc.) to protect the public and environment and to ensure compliance with hazardous materials and wastes regulations (e.g., county, State and Federal regulations including but not limited to CCR Title 8, Title 19, Title 22, Title 27, DOM, etc.) utilizing various resources (e.g., check lists, chemical inventories, processes, nationally recognized scientific standards, county, State and Federal regulations including but not limited to CCR Title 8, Title 19, Title 22, Title 27, etc.) on a continuous basis.

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Task #	Task
10.	Develops policies, procedures, and practices associated with hazardous materials and waste management to improve environmental quality, work place safety, provide information and direction, standardization between correctional facilities, and to ensure compliance with hazardous materials and wastes regulations (e.g., county, State and Federal regulations including but not limited to CCR Title 8, Title 19, Title 22, Title 27, DOM, etc.) utilizing various resources (e.g., county, State and Federal regulations including but not limited to CCR Title 8, Title 19, Title 22, Title 27, etc.) as required.
11.	Acts as liaison to departmental staff, businesses, local and other governmental agencies on aspects of hazardous materials and waste management to provide expertise, coordination of audits and inspections by county and state environmental regulatory agencies utilizing various resources (e.g., meetings, telephone, electronic media, written correspondence, etc.) as needed.
12.	Represents the Department by providing evidence for the Legal Affairs Division utilizing various resources (e.g., records, subject matter expertise, etc.) in legal or administrative hearings as needed.
13.	Collects hazardous waste disposal data to provide accurate reporting and payment of fees and taxes to the State Board of Equalization and Department of Toxic Substances Control, and to ensure compliance with county and State regulations utilizing Uniform Hazardous Waste Manifests and shipping papers on an annual basis.
14.	Oversees performance of work elements (e.g., remediation of spills and leaks, asbestos and lead abatement, abandoned waste material, etc.) performed by contractors and other local, State, or Federal agencies to ensure environmental compliance with hazardous materials and wastes regulations (e.g., county, State and Federal regulations including but not limited to CCR Title 8, Title 19, Title 22, Title 27, DOM, etc.) utilizing various resources (e.g., contract specifications, county, State and Federal regulations including but not limited to CCR Title 8, Title 19, Title 22, Title 27, etc.) on an on-going basis.
15.	Develops training lesson plans and materials (e.g., videos, flip charts, overheads, scripts, chemical demonstrations, Power Point, etc.) pertaining to hazardous materials and waste management to produce viable training materials for departmental employees and inmate workers utilizing various resources (e.g., computers, power point, electronic media, training evaluations, professional knowledge, established policies and procedures, county, State and Federal regulations including but not limited to CCR Title 8, Title 19, Title 22, and Title 27, current issues and incidents, etc.) as required.

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16.	Conducts training for employees in order to meet regulatory mandates for hazardous materials and waste management utilizing various resources (e.g., videos, flip charts, overheads, scripts, chemical demonstrations, Power Point, etc.) on an on-going basis.
17.	Oversees the collection and movement of hazardous wastes on facility grounds from point of generation to the designated hazardous waste accumulation site/storage building to meet regulatory requirements for removal of hazardous waste utilizing various resources (e.g., hazardous waste containers, labels, inmate worker crews, materials handling equipment, CCR Title 22, DOM, etc.) on a continuous basis.
18.	Ensures timely removal of hazardous wastes from institution grounds to meet regulatory requirements utilizing various resources (e.g., Uniform Hazardous Waste Manifests, labels, inmate worker crews, materials handling equipment, statewide contracted certified hazardous waste transporter, Title 49 Code of Federal Regulations (CFR), CCR Title 22, DOM, etc.) on a continuous basis.